

Parent Access -How to use My Calendars in PowerSchool

This document will assist you in setting up calendars that pull information from **PowerSchool**.
Login to **PowerSchool** at: <http://power.school.smasd.org/public/home.html>

Requirements for Using My Calendar

Before we get started subscribing to the calendars, you must have a specific piece of software downloaded to your computer. On a Macintosh computer, you must have **Ical** and on a Windows machine, you must download **Sunbird**.

Macintosh

iCal-If you are running OS 10.2.3 you probably already have iCal installed on your computer. If not, and you need to download, go to <http://www.apple.com/ical/> you need Mac OS X version 10.2.3 or later to use iCal.

Windows

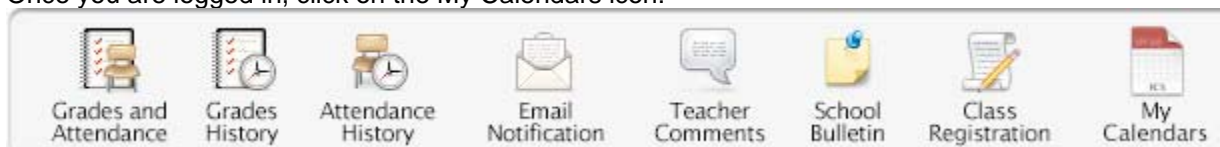
Windows requires third party software to view **Ical** Calendars.

A popular and free choice is Sunbird. You can find more about Sunbird at http://www.mozilla.org/projects/calendar/sunbird_download.html

Other third party software products are available for Windows. Go to **Ical Share** for more information.

Ical Web Calendars for Macintosh

Once you are logged in, click on the My Calendars icon:



This feature allows you to subscribe to two different types of calendars:

Class Assignments Only per teacher.

Class Assignments with your child's scores and final grades per teacher.

My Calendars

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit [iCal's](#) web site to obtain a free download of iCal.

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1 (A-E)	Chemistry	Repp, Kristina	Subscribe	Subscribe
2 (A-E)	Sociology	Furkas, Jennifer	Subscribe	Subscribe
3 (A-E)	BST 2 - Management	Sakalas, Lawrence	Subscribe	Subscribe
4 (A-E)	Integ Math 3	Bailey, Maureen	Subscribe	Subscribe
5 (A-E)	Accounting	Sakalas, Lawrence	Subscribe	Subscribe
6 (A-E)	Shakespeare's Comedies	Piesz, Paul	Subscribe	Subscribe

*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

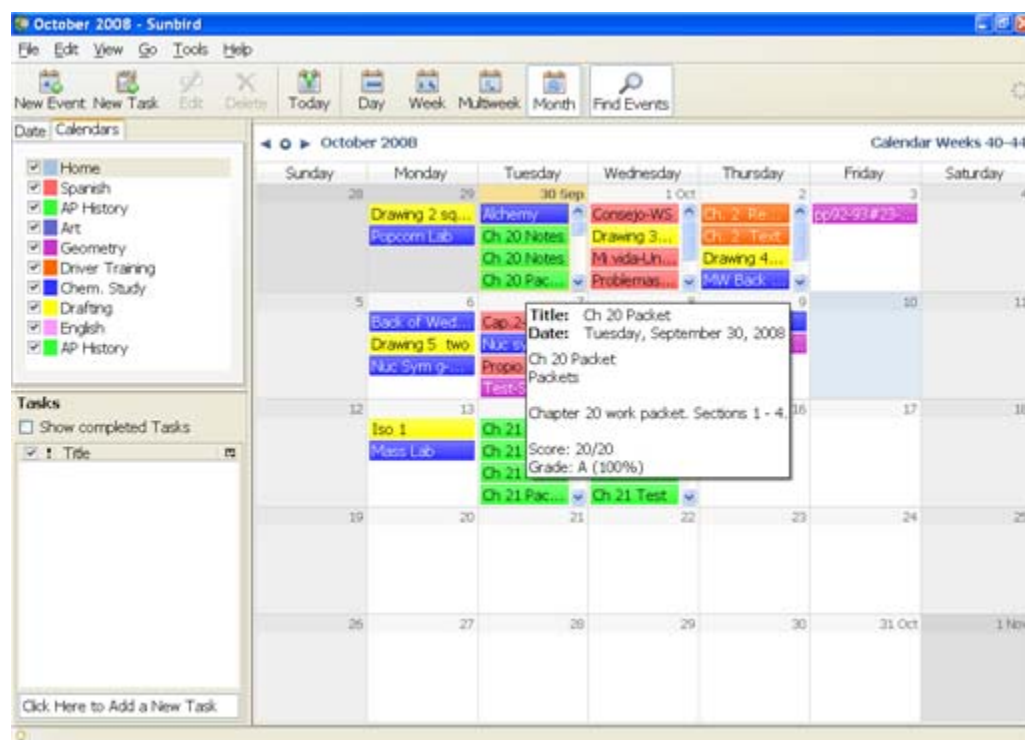
School Calendars

School Event Calendar - [Subscribe](#)

Click the blue link, [Subscribe](#), for the calendar you want to subscribe to. It will prompt you for your username and password to **PowerSchool** if you select Class Assignments with My Scores and Grades.

You can subscribe to as many calendars as you wish.

Below is a sample calendar with subscriptions to the Class Calendars with Scores and Final Grades. You will notice they are color coded for easier viewing.



For more information on how to manage **ical** use the **ical** Help menu or visit the websites: <http://www.apple.com/ical/> or <http://www.icalworld.com/help.html>

Sunbird Web Calendars for Windows

My Calendars operates in conjunction with **ical**, a personal desktop calendar application. By subscribing to each calendar, you can view your assignments from all classes at the same time. Windows requires third party software to view **ical** Calendars. A popular and free choice is Sunbird.

You can find more about Sunbird at

http://www.mozilla.org/projects/calendar/sunbird_download.html

Click on the download link for Windows and follow the on screen directions to install Sunbird on your desktop before you try to access the calendar feature.

Once you are logged in to **PowerSchool**, click on the My Calendars icon:



Make sure you have correctly installed Sunbird before continuing.

This new feature allows you to subscribe to two different types of calendars:

Class Assignments Only per teacher

Class Assignments with your child's scores and final grades per teacher

My Calendars

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit [iCal's](#) web site to obtain a free download of iCal.

Homework Calendars

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A-E)	Chemistry	Repp, Kristina	Subscribe	Subscribe
2(A-E)	Sociology	Furkas, Jennifer	Subscribe	Subscribe
3(A-E)	BST 2 - Management	Sakalas, Lawrence	Subscribe	Subscribe
4(A-E)	Integ Math 3	Bailey, Maureen	Subscribe	Subscribe
5(A-E)	Accounting	Sakalas, Lawrence	Subscribe	Subscribe
6(A-E)	Shakespeare's Comedies	Piesz, Paul	Subscribe	Subscribe

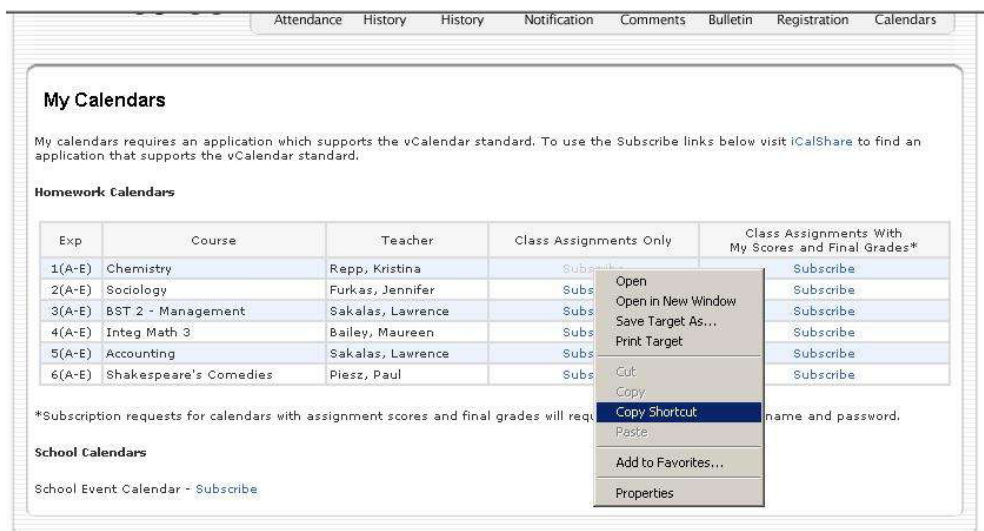
*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

School Calendars

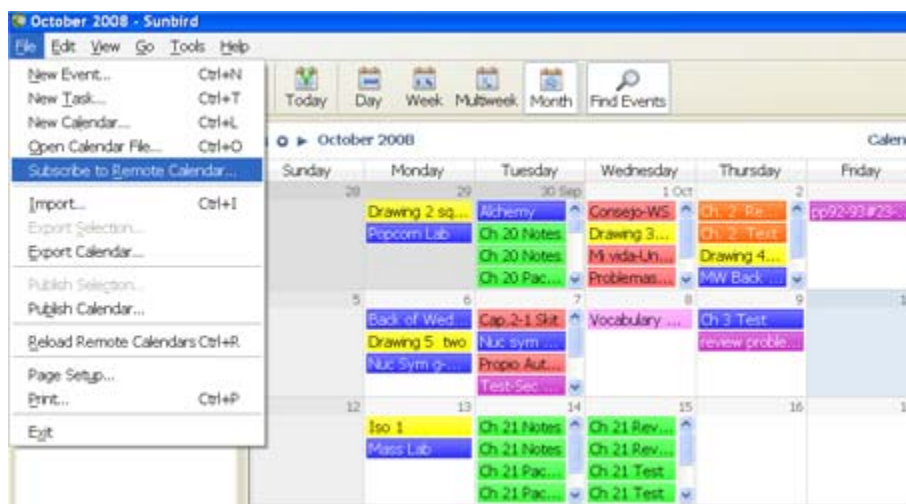
School Event Calendar - [Subscribe](#)

Right click and select Copy Shortcut

Instead of clicking the blue link, Subscribe, for the calendar you want, you will need to right-click (to get a drop-down menu) and select COPY SHORTCUT (see picture).



Now, open Sunbird and go to File, Subscribe to Remote Calendar.



You will get the following screens:

Create New Calendar

Create a new calendar

Locate your calendar

Your calendar can be stored on your computer or be stored on a server in order to access it remotely or share it with your friends or co-workers.

☐ On My Computer

☒ On the Network

Select On the Network

Then Next

< Back Next > Cancel

Create New Calendar

Create a new calendar

Locate your calendar

Provide info about what is needed to access your remote calendar

Format: ☒ iCalendar (ICS) **ical must be selected**

☐ CalDAV

☐ Sun Java System Calendar Server (WCAP)

Location:

Click inside Location and right click to paste in the link that you copied from PowerSchool Parent Access.

< Back Next > Cancel

Create New Calendar

Create a new calendar

Locate your calendar

Provide info about what is needed to access your remote calendar

Format: ☒ iCalendar (ICS)

☐ CalDAV

☐ Sun Java System Calendar Server (WCAP)

Location:

Your screen should look something like the following.

Click Next

< Back Next > Cancel

Create New Calendar

Create a new calendar
Customize your calendar

You can give your calendar a nickname and colorize the events from this calendar.

Name:

Color:

Show Alarms: ☒

**Type in the name of the Course
and select a color for the course.**

Click Next and then Finish.

< Back Next > Cancel

If you select the assignments with grades, it will prompt you for your username and password to PowerSchool. You may do this with as many calendars as you wish to subscribe to, just repeat these steps.

Below is a Sunbird sample calendar with several subscriptions to school calendars.

October 2008 - Sunbird

File Edit View Go Tools Help

New Event New Task Edit Delete Today Day Week Multweek Month Find Events

Date Calendars

- ☒ Home
- ☒ Spanish
- ☒ AP History
- ☒ Art
- ☒ Geometry
- ☒ Driver Training
- ☒ Chem. Study
- ☒ Drafting
- ☒ English

Tasks

☐ Show completed Tasks

☒ ! Title

Click Here to Add a New Task

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30 Sep	1 Oct	2	3	4
	Drawing 2 sq...	Alchemy	Consejo-WS	Ch. 2 Re...	pp92-93#23-	
	Popcorn Lab	Ch 20 Notes	Drawing 3...	Ch. 2 Text		
		Ch 20 Pac...	M. vida-Un	Drawing 4...		
		Ch 20 Rev...	Problemas...	MW Back...		
5	6	7	8	9	10	11
	Back of Wed...	Cap.2-1 Slot	Vocabulary ...	Ch 3 Test		
	Drawing 5. two	Nuc sym		review proble		
	Nuc Sym g...	Propio Aut...				
		Test-Sec ...				
12	13	14	15	16	17	18
	Iso 1	Ch 21 Notes	Ch 21 Review			
	Miss Lab	Ch 21 Packet	Ch 21 Test			
		Iso 2	Ch 21 Writing			
19	20	21	22	23	24	25
26	27	28	29	30	31 Oct	1 Nov